

## Personal Services Template for Agencies

**1. What amount of your Personal Services Statewide Present Law Adjustment (P.S. SWPLA) is due to vacancies?**

Please see attached spreadsheet.

**2. What amount of your P.S. SWPLA is due to broadband pay increases?**

LAD - \$24,912 in pay plan salary adjustments: \$14,117 merit & \$10,795 Promotion

LSD- \$19,351

LFD- \$14,979

There were no overall broadband pay increases. Different divisions had promotions, reclassifications, or targeted increases for retention purposes.

**3. Was your actual vacancy rate above the legislatively budgeted rate of 4%? If yes, by what amount and how did your agency utilize the funding. If no, by what amount and how was your agency able to pay for the additional personal services costs?**

LAD- Yes. FY12 vacancy rate was 19.01%; \$24,912 spent on pay plan increases while remaining unspent authority reverted to the General Fund.

LSD- 2.44%

LFD- 4.4%

Branch- 9.7% The legislatively budgeted rate of 4% did not apply to the Legislative Branch. Vacancy savings was included as part of the 5% reduction.

**4. What impact would not receiving the P.S. SWPLA have on your program in terms of:  
Impacts on staffing?**

LAD- 7 vacant audit positions for an entire biennium.

LSD, LFD- Would not be able to fill vacancies, recruitment and retention may suffer.

**Impact on statutorily required responsibilities associated with your program?**

LAD- The statutory audit responsibilities could not be met, impacting both the audit of the State financial statements and the Federal Single Audit.

LSD- If we need to keep positions vacant, responsibilities would need to be covered by others or reduced. Retirements in key positions will require learning curve for new employees.

LFD- Not receiving the statewide present law adjustments means leaving at least one position open. My concerns are due to several of my staff having recently or will be retiring in the near term. I need to meet significant payout liabilities, train new staff, and maintain services for the legislature.

## Legislative Branch

### **5. Do you have long-term vacant positions? If so, Why are the positions vacant?**

LAD- Chief Deputy Leg Auditor – 7/2008: This is a transition position which requires Deputy experience of 5-years. Intend to look at qualifications of position in FY14 to more aggressively fill position allowing knowledge transfer opportunities;

Administrative Support Manager – 7/2010: Reorganized administrative function. Held position open to determine whether re-org was effective. Have submitted a DP #28002 for elimination;

Two Audit positions: to meet 5% reduction in funding imposed.

LSD- Two positions kept vacant to meet the 5% reduction in funding imposed.

LFD- One position kept vacant to meet the 5% reduction in funding imposed, except that I have needed to hire temporary staff to cover open positions during session.

### **How was the funding used that was generated as a result of the vacancies?**

LAD, LSD, LFD- 100% reverts at fiscal year end.

### **6. Other vacancies -**

#### **What recruitment and retention issues is the program facing?**

LAD- 32% turn over the past 15 months; competing salaries. As the Executive experiences turnover, LAD is a training ground for key management positions. Transition planning and aggressive staff development at the mid-management level is critical.

LSD- 17.5%

LFD- 10.8%

Branch- 16%

#### **Is your program impacted by retirement in the next biennium?**

LAD- 7 management staff have 25-29.5 years.

LSD- 13 employees eligible to retire by FY 2015.

LFD- 6 employees eligible to retire by FY 2015. The LFD retirements are the challenge we face.

Total Branch liability through FY 2015- \$547,000

#### **Did the program have retirement payouts in FY 2012?**

LAD- 2 retirement payouts in FY 2012 ~\$21,000.

LSD- 4 retirement payouts in FY 2012- \$147,708 (\$98,996 paid from Leg Branch Retirement Reserve Acct.; \$48,712 paid from HB 2 funds).

LFD- 2 retirement payouts in FY 2012- \$69,676 (\$34,076 paid from Leg Branch Retirement Reserve Acct; \$35,600 paid from Carry Forward funds).

## Legislative Branch

**If vacancy savings was more than 4% in FY 2012, what agency functions did not get done? (i.e. workload impacts, backlogs)**

LAD- None. Termination and hiring occurred steadily over the past months, allowing us to jockey experience and expertise with additional help of internships.

LSD- Security position duties covered by other IT staff. May cause some IT projects to be delayed.

LFD- We have temporarily hired staff that recently left the office to fill in for the vacant positions. In the long term, I do not know that I can rely on such opportunities being available.

**7. If your agency provided broadband pay increase -**

**Why did your program provide broadband pay increases?**

**(Discussion by agency has included relation to market midpoint, number given, additional info on recruitment and retention)**

LAD- Merit-based pay system within the parameters of the LEG pay plan. Audit has a successful history of Hire at Entry and promote from within.

LSD- Provided only career ladder promotions. (Not all positions have career ladder opportunities.)

LFD- Restructured the office responsibilities to plan for staff turnover and management retirements.

**8. Does your program have impacts in relation to overtime?**

LAD- No.

LSD- 5 employees who earn overtime. In FY 2012, overtime was immaterial (only 0.12% of our total payroll).

LFD- No.

**9. Does your program incur comp time hours?**

Leg Branch- Yes.

**10. Are they significant for your agency or program?**

LAD- No.

LSD- Yes.

LFD- Yes.

**11. What are your agencies policies in relation to comp time?**

From the Legislative Branch Administrative Manual:

Individual compensatory time balances must be reduced to not more than 120 hours, unless prevented by documented work requirements, by the following deadlines:

- a. for the Legislative Audit and Services Division, excluding the Office of Legislative Information Technology, the last day of the pay period that includes September 30 preceding a regular session of the Legislature;

### Legislative Branch

- b. for the Legislative Fiscal Division, the last day of the pay period that includes September 1 preceding a regular session of the Legislature;
- c. for the Office of Legislative Information Technology, the last day of the pay period that includes June 30 preceding a regular session of the Legislature.

Supervisors shall establish goals for reduction of compensatory time to not more than 120 hours within a reasonable time in the event that other extraordinary work results in compensatory time balances in excess of 120 hours. A maximum of 120 hours of compensatory time may be carried over from one legislative 2-year work cycle to the next. The employee shall take off all excess compensatory time or forfeit the excess hours except when the division director extends the forfeiture deadline or approves a cash-out as provided in item 7 or 9.

Personal Services Statewide Present Law Adjustments  
Legislative Branch

**Statewide Present Law Personal Services Adjustment- Legislative Branch Total HB2**

	FY14 \$	FY14 %	FY15 \$	FY15%
Employer Taxes/ Benefits	\$ 297,188	30.34%	\$ 285,301	30.10%
Longevity Adjustments	\$ 305,128	31.15%	\$ 329,788	34.79%
Vacancy Savings Reinstated	\$ 452,490	46.19%	\$ 452,490	47.73%
Other Vacancies/Turnovers	\$ (169,849)	-17.34%	\$ (182,462)	-19.25%
Pay Adjustments	\$ 59,242	6.05%	\$ 59,242	6.25%
Cyclical Positions- Session Proofers not in base yr	\$ 35,379	3.61%	\$ 3,572	0.38%
<b>Total SWPLA</b>	<b>979,578</b>	<b>100.00%</b>	<b>947,931</b>	<b>100.00%</b>

**Statewide Present Law Personal Services Adjustment- Legislative Services Division (Program 20)**

	FY14 \$	FY14 %	FY15 \$	FY15%
Employer Taxes/ Benefits	\$ 85,589	39.13%	\$ 88,817	30.97%
Longevity Adjustments	\$ 137,761	62.98%	\$ 151,804	52.93%
Vacancy Savings Reinstated	\$ 230,313	105.28%	\$ 230,313	80.31%
Other Vacancies/Turnovers	\$ (254,262)	-116.23%	\$ (262,620)	-91.58%
Pay Adjustments	\$ 19,351	8.85%	\$ 19,351	6.75%
Cyclical Positions- Session Proofers not in base yr	\$ -	0.00%	\$ 59,115	20.61%
<b>Total SWPLA</b>	<b>218,752</b>	<b>100.00%</b>	<b>286,780</b>	<b>100.00%</b>

**Statewide Present Law Personal Services Adjustment- Legislative Committees & Activities (Program 21)**

	FY14 \$	FY14 %	FY15 \$	FY15%
Employer Taxes/ Benefits	\$ 2,813	7.37%	\$ (4,679)	7.77%
Longevity Adjustments	\$ -	0.00%	\$ -	0.00%
Vacancy Savings Reinstated	\$ -	0.00%	\$ -	0.00%
Other Vacancies/Turnovers	\$ -	0.00%	\$ -	0.00%
Pay Adjustments	\$ -	0.00%	\$ -	0.00%
Cyclical Adjustments	\$ 35,379	92.63%	\$ (55,543)	92.23%
<b>Total SWPLA</b>	<b>38,192</b>	<b>100.00%</b>	<b>(60,222)</b>	<b>100.00%</b>

**Statewide Present Law Personal Services Adjustment- Legislative Fiscal Division (Program 27)**

	FY14 \$	FY14 %	FY15 \$	FY15%
Employer Taxes/ Benefits	\$ 33,481	31.73%	\$ 30,712	29.88%
Longevity Adjustments	\$ 70,810	67.11%	\$ 75,107	73.07%
Vacancy Savings Reinstated	\$ 57,261	54.27%	\$ 57,261	55.71%
Other Vacancies/Turnovers	\$ (71,021)	-67.31%	\$ (75,276)	-73.24%
Pay Adjustments	\$ 14,979	14.20%	\$ 14,979	14.57%
Cyclical Positions (None for LFD)	\$ -	0.00%	\$ -	0.00%
<b>Total SWPLA</b>	<b>105,510</b>	<b>100.00%</b>	<b>102,783</b>	<b>100.00%</b>

**Statewide Present Law Personal Services Adjustment- Legislative Audit Division (Program 28)**

	FY14 \$	FY14 %	FY15 \$	FY15%
Employer Taxes/ Benefits	\$ 175,305	28.41%	\$ 170,451	27.55%
Longevity Adjustments	\$ 96,557	15.65%	\$ 102,877	16.63%
Vacancy Savings Reinstated	\$ 164,916	26.72%	\$ 164,916	26.66%
Other Vacancies/Turnovers	\$ 155,434	25.19%	\$ 155,434	25.13%
Pay Adjustments	\$ 24,912	4.04%	\$ 24,912	4.03%
Cyclical Positions (None for LAD)	\$ -	0.00%	\$ -	0.00%
<b>Total SWPLA</b>	<b>617,124</b>	<b>100.00%</b>	<b>618,590</b>	<b>100.00%</b>